



CITIZEN POLICE ADVISORY REVIEW BOARD
NON-VOTING ADVISORY MEMBER SEARCH SUB-COMMITTEE

Tuesday, September 1, 2015
Mama Louisa's Italian Restaurant Meeting Room
2041 S. Craycroft Road
Tucson, Arizona 85711

Meeting Minutes

1. Call to Order/Roll Call

A quorum was established. Present: Suzanne Elefante, Barbara Sattler, Cynthia Schiesel.

2. Introduction of Members and Explanation of Purpose

The members present discussed the need for advisory members as a means of creating more interest in the community and as a pool of persons with CPARB experience as openings occur for voting members.

3. Presentation of Previously Approved Documents

The press release which was used in 2006 and thereafter was discussed and approved. It will be sent to the Clerk's Office for updated formatting.

The interview questions which had previously been approved by the CPARB board in 2006 and were similar to the ones used by the Mayor and Council were discussed with regard to being innocuous and unbiased. Several questions related to community policing were noted and discussed. The questions were approved for presentation to the CPARB board. The procedure to be followed for finding new members was discussed. The procedure begins with a news release, then continues with the submission of applications; the review of the applications by the entire CPARB board; the selection of several candidates; an interview and rating; the ranking of the applicants following the interview process; contacting the four interviewees chosen to join CPARB as advisory members to confirm their interest; presentation of the applicants to the board for approval. Following this process, the new members should be seated at the January 2016 meeting.

Presentation of the letter to be sent to possible interviewees with the time and date of their interview. Prior to sending the letters, a personal phone call will be made to make sure the time is workable.

4. Presentation of Suggested Timeline to Seat Non-Voting Members

September 15 (at the regular meeting): approve press release: submit press release to appropriate agencies and start publicizing vacancies; approve interview questions and letters

November 5 (Friday): Deadline for submitting letters of interest

November 10 (Tuesday): Copies of applications sent to Board members by City Clerk's Office for their review. Applicants to be discussed at the November meeting

November 17 (at the regular meeting): Board members select applicants to be interviewed.

November 24: Send out letters to selected applicants to schedule interviews

December 5 and December 12: Conduct interviews. The location of the

interviews will be determined by availability.

December 22 (at the regular meeting): Make the final selection of the four advisory members to CPARB based on the recommendations of the interviewers (the members of the sub-committee).

December 23: Send out letters of selection / rejection to all applicants

January 19 (at the regular meeting): New advisory members begin attending CPARB meeting

5. Discussion of Presentation of for CPARB Board

Discussion was held and it was decided that the documents would be sent to the Clerk's Office for forwarding to the Board members. Board Members would peruse the documents prior to the meeting and a short presentation and call for approval would be made at the regular meeting.

It was moved by Suzanne Elefante to approve the plan and seconded by Barbara Sattler. The motion passed by unanimous decision of 3 in favor of the plan.

6. Adjournment. The meeting was adjourned at 6:26 pm.